

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to remind them of the requirement, under Article 10 of the Vienna Convention on Diplomatic Relations and Article 24 of the Vienna Convention on Consular Relations, to notify the Department promptly of the arrival or appointment and departure or termination of functions of all members of the missions or consulates including United States citizens and permanent resident aliens as well as members of their families and personal servants.

Likewise, missions should promptly report to the Department of State any changes in the status of persons originally reported to it, such as adjustments in visa status (including admission to permanent resident status), changes in title, changes in marital status, or changes in family (such as the birth or adoption of a child, the arrival of a spouse, parent, or child from abroad, the departure of any family member). In addition, prompt notification of the opening or closing of embassy and consular offices, annexes, or miscellaneous foreign government offices as well as changes in their addresses



telephone, and telefax numbers should be made to the Department.

These reporting requirements are obligatory under international and domestic law to enable the Department to maintain accurate records of all current foreign government personnel in the United States and is essential to continued enjoyment by members of the missions and consulates of the rights, privileges and immunities to which they may be entitled. In addition, because the information submitted by embassies and consulates is distributed to the public for various purposes, the Department wishes to ensure that this information is as accurate as possible, particularly for the publications, ***Diplomatic List*** and ***Consular Offices in the United States***, and for providing guidance to law enforcement and other federal, state, and local officials for purposes of providing notification to foreign consular officers of arrests, detentions, deaths, guardianship appointment proceedings, and other events concerning their nationals.

A copy of note No. 03-301, dated October 30, 2003 regarding the manner in which to direct notifications of



- 3 -

appointment, termination and change is attached for reference.

Enclosures:

As stated.

Department of State,

Washington, December 8, 2003

A handwritten signature in black ink, appearing to be "DBE", is located in the lower right quadrant of the page.